

TROPIC TOWN RULES OF PROCEDURE and ORDER

Pursuant to Utah Code 10-3-606 the Town hereby adopts the following Rules of Order and Procedure to govern the meetings of the Tropic Town Council

Recognizing that the Town Council, as a legislative body, needs a systematic way of conducting its business, these rules of procedure are to provide for the orderly conduct of Town business by the Town Council, with the objective of providing for full, open, and comprehensive debate of issues brought before the Town Council for action in a forum open to the public, and which encourages citizens' awareness of Town Council activities.

These procedures do not increase or diminish the existing powers or authority of the Mayor or Town Council members, as set forth in state law or local ordinance.

Town Council Meeting Agenda

All meetings of the Town Council will have a notice and agenda that complies with the Utah Open Meetings Act. An Item may be placed on the agenda by the Mayor or at the request of any council member.

Agenda Items must be submitted to the Town Recorder at least 24 hours before the date of the meeting. Any item that is submitted to the Town Recorder after 24 hours will be put on the next following meeting agenda. Requestor should notify the Mayor of the added agenda item.

There shall be on every agenda of the Town Council an item entitled "public comment". The public comment portion of the meeting shall be limited to the public speaking to the council on any item not on the agenda. Members of the public shall be free to express any idea, question, or view point without limitation except for time and the manner of the presentation. Individual members of the public shall be limited to three (3) minutes time. The Chair of the meeting shall ensure that the public comment is civil and orderly. The Chair shall use its best efforts to allow the free expression of the public and keep the meeting in order. Council members should not interrupt, argue with, or otherwise interfere with any comment by a member of the public. The Mayor and Town Council may ask clarifying questions of the member of the public making a presentation or other members of the public may ask clarifying questions of the presenter at the discretion of the Chair.

Public Participation in Meeting

Other than a required public hearing and the public comment portion of the meeting, members of the public shall not be allowed to participate in the meeting unless they are on the agenda or requested to present to the Council by the Chair of the meeting or a member of the Council.

Council Member Participation

At regular meetings of the Town Council, Council members shall speak only after being recognized by the Chair. Any meeting designated as a work meeting shall be more informal and Council members may freely participate as long as proper decorum is maintained.

Council members shall refrain from making any disparaging remarks concerning any other members of the governing body or the public. Any member of the Council wishing to speak on any item on the agenda should be recognized by the Mayor to do so.

Role of the Mayor as Council Chair and other Council Members

The Mayor shall chair the meeting in a manner to accomplish the following goals. The Mayor, as Chair, shall pace the meeting so that all items on the agenda should be addressed and either concluded or continued. The Mayor, as Chair, shall ensure that the time limits on the public comment portion of the meeting are complied with. The Mayor, as Chair, shall use his best efforts to see that Council members and the public are treated at all time with respect and that the meetings are orderly.

Meeting Adjournment

Meetings of the Town Council, as a goal, shall be scheduled to end at or before 10:00 p.m. and the Mayor and Town Council shall use their best efforts to conclude the meeting in a timely manner. However, no motion to extend the time of the meeting is necessary to be made. The meetings of the Town Council shall not be adjourned until either all items listed on the agenda have been acted upon or a motion to adjourn is made and approved by the majority of the Town Council.

NOW, THEREFORE, at the regular meeting of the legislative body of the **Tropic Town, Utah**, held on the **March 8, 2012** upon motion duly made and seconded, it is unanimously

RESOLVED that the Tropic Town Board Meeting Rules and Procedure for Tropic Town approved.

By: /s/ WaLon. K. Brinkerhoff
WaLon K. Brinkerhoff, Mayor

Council Members

/s/ Jim England
Jim England

/s/ Doug Ahlstrom
Doug Ahlstrom

/s/ Michael Burbidge
Michael Burbidge

/s/ Shilo Richards
Shilo Richards

Seal:

Attest:
/s/ Marie H. Niemann
Marie H. Niemann, Tropic Town Clerk